

California Department of Human Resources

ACCOUNTANT I (SPECIALIST)

Agency Code: 7500 – Class Code: 417 7- Exam Code: OPB31

Department(s): California Department of Human Resources/Statewide
California Gambling Control Commission
Department of Health Care Services
Department of Industrial Relations
Department of Pesticide Regulation
Department of Food and Agriculture
Employment Development Department
Office of Statewide Health Planning and Development
Department of Veterans Affairs
State Compensation Insurance Fund
State Teachers Retirement System
Department of Corporations
Department of Education
Air Resources Board
Public Employees Retirement System
Department of Consumer Affairs
Department of Conservation
Department of Parks & Recreation
Department of Developmental Services
Public Utilities Commission
Housing & Community Development
Alcoholic Beverage Control
California Housing Finance Agency
California Department of Forestry and Fire Protection
California Emergency Management Agency

Opening Date: 3/29/2011 4:25:00 PM

Closing Date: Continuous

Cut-off Date: 6/6/2015

Type of Examination: MULTI-DEPARTMENTAL OPEN

Salary: MONTHLY-RANGED-SALARY - \$2,870.00 to \$3,488.00

Employment Type: Permanent Full-time
Permanent Part-time
Permanent Intermittent
Limited Term Full-time
Limited Term Part-Time
Limited Term Intermittent

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, m religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. **ONCE YOU HAVE TAKEN THE EXAMINATION, YOU MAY NOT REAPPLY FOR SIX (6) MONTHS.** All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply:

Click the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you are disabled and need special assistance or special testing arrangements, contact California Department of Human Resources, Exam Services Program at (866) 844-8671, TTY (916) 323-6207, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones, or at (800) 735-2922 from voice phones.

ELIGIBLE LIST INFORMATION

An OPEN, MERGED eligible list will be established by the California Department of Human Resources for use by other state departments. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. **ELIGIBILITY EXPIRES TWELVE (12) MONTHS AFTER IT IS ESTABLISHED.** Competitors must then retake the Qualifications Assessment to reestablish eligibility.

MINIMUM QUALIFICATIONS

Experience: One year of bookkeeping or accounting experience performing duties comparable in level to those of an Accounting Technician in the California state service.

AND

Education: Completion of at least 12 semester hours of a professional accounting curriculum.

POSITION DESCRIPTION

Under direct supervision, to perform the more difficult semi- professional accounting work in the establishment and maintenance of accounts and records for specialized agency activities, departmental systems, and for central fiscal control activities; maintenance of a segment of an accounting function for a State department (e.g., accounts receivable, accounts payable, cash disbursements); and to do other related work.

EXAMINATION INFORMATION

Online Qualifications Assessment - Weighted 100%

The examination will consist of a Qualifications Assessment, which is the sole component of the Accountant I (Specialist) exam. To obtain a position on the eligible list, a minimum score of 70% must be attained. An applicant will receive his/her score upon completion of the Qualifications Assessment.

[Click here to view the Qualifications Assessment questions.](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Principles and practices of financial record keeping to conduct audits and perform accounting functions.
2. Computer software programs (e.g., Outlook, Excel, Power Point, Word) to facilitate accounting operations.
3. Internal control procedures to protect and safeguard organizational assets and resources.
4. Debits and credits of accounts to ensure correct payments and receipts are recorded.
5. Principles and processes for providing customer services (e.g., evaluation of customer needs and satisfaction, service assessment, meeting quality standards for services).

Ability to:

1. Apply accounting principles and procedures to work assignments.
2. Analyze data and draw logical conclusions to accurately process, provide, and implement accounting information.
3. Audit accounting information and verify its accuracy.
4. Use accounting database and spreadsheet software to input, organize, track, and retrieve data.
5. Conduct basic research using databases, files, reference manuals, and other sources to perform accounting functions.
6. Identify appropriate resources for answering inquiries.
7. Analyze situations accurately and adopt an effective course of action.
8. Solve accounting problems related to work assignments.
9. Perform basic mathematical computations using addition, subtraction, multiplication, division, and averages to solve problems.
10. Use organizational filing systems to track accounting information.
11. Write clear and concise documents to communicate with internal/external stakeholders using correct grammar and spelling.
12. Use tact and diplomacy to establish and maintain cooperative relationships when dealing with the needs, problems, and/or concerns of employees, the public, and/or outside organizations.
13. Work on multiple tasks concurrently to ensure timely completion of projects and other work activities.
14. Prioritize assigned work to complete assignments on a timely basis.

VETERANS PREFERENCE

Veterans' Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the California Department of Human Resources. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credits.

CAREER CREDITS

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTIC

Ability to qualify for a fidelity bond.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact CalHR:

California Department of Human Resources

Exam Services Program

1515 S Street, North Building, Room 400

Sacramento, CA 95811

(866) 844-8671

TTY (916) 323-6207

CALIFORNIA RELAY: For TDD Phone - 800-735-2929; From Voice Phone – (800) 735-2922.

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

DISCLAIMER

Please click on the link below to review the official California Department of Human Resources class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

If you meet the requirements stated on this examination bulletin, you may take this examination which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted

as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by CalHR. Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at www.jobs.ca.gov and the Department of Veterans Affairs.

TAKING THE EXAM

When you click the link below, you will be directed to the Qualifications Assessment. At the end of the Qualifications Assessment, once you click "Score My Exam," it will be instantly scored and will generate a results notice. You will not be able to go back to review and /or change your responses.

[Click here to go to the Qualifications Assessment for Accountant I \(Specialist\).](#)